Start: 1950 L – Stop: 2004 L

Record Keeping

1.1 OVERVIEW.

Thank you, Bob. Good evening to the net. Tonight, I would like to talk about record keeping during an activation event.

1.2 RECORD KEEPING

Record keeping is an important component of any exercise, event, or activation period. It provides a historical record of the events and actions that occurred during the activation period and will be instrumental in the creation of after-action reports and improvement plans. County, state, and federal officials will also likely make use of this information during their own after-action analysis.

1.2.1 Site Activity Log ICS 214

There are two logs that should always be maintained during an activation event or exercise. The first is the ICS 214 Activity Log. The ICS 214 is a standard National Incident Management System (NIMS) form. It is used to record all significant events that occur during an exercise, event, or activation period. A link to the PDF version of this form is located on the Pinellas ACS Web site or can be accessed directly from the FEMA web site.

The ICS 214 has eight numbered fields. The six fields at the top of the form are unique to the activation event, site, and operational period.

    a.   **Incident Name (Block 1)**: This field contains the name of the Incident/activation event that is associated with the ICS 214. The ACS Leadership team will provide this information.

    b.   **Operational Period (Block 2)**: This field contains the start date (month/day/year) and time (24-hour local time) and end date and time for the operational period. This is the period over which the ICS 214 is applicable.

Blocks three through six are designed for use by standard ICS organizations and are not fully applicable to PinCo ACS. So, although I'll discuss these fields, the Radio Officer may request that users modify these entries based on the type of activation event or location being supported.

    c.   **Name (Block 3):**

        (1)   When the form is used to record the events associated with a single individual, enter the name of the individual.

        (2)   When the form is used to record the events associated with an ACS communications team, site, or facility, enter the name of the team, site, or facility. For example, if PinCo ACS has deployed a communications team to an emergency evacuation shelter, enter the name of the communications team into this field.

    d.   **ICS Position (Block 4)**: This field identifies the individual in charge of the ACS communications team (e.g., team lead) and the job being performed by ACS. In almost all cases users should enter ***Radio Operator.***

    e.   **Home Agency (and Unit) (Block 5)**: This field contains the name of the organization completing the form. For us, always enter ***PinCo ACS***.

    f.   **Resources Assigned (Block 6):** This field contains the Name and FCC call sign of each individual assigned to the ACS communications team located at the facility identified in Block 3. The ICS Position, Radio Operator, and Home Agency, (e.g., PinCo ACS, ARES®, Community Emergency Response Team (CERT), etc.) should be documented.

Once the top of the form is complete, users will enter significant events into Block 7. When entering information onto the form, time should be entered using a 24-hour format. Entries should be in local rather than Universal Coordinated Time (UTC).

Examples of the significant events that should be recorded include:

    a.   All departures and arrivals. Include odometer readings for personally owned vehicles.

(1)   Home

(2)   Deployment locations

(3)   Intermediate sites (e.g., EOC to pick up shelter radio kit, gas stations, etc.)

b.   Arrival and departure of ACS Communication team personnel

c.   Shift and operator changes

d.   Changes to station operational availability. Include addition or loss of specific bands, modes, power, etc.

e.   Changes in utility status (e.g., shore power, internet, cell service, water, air conditioning, etc.)

f.   Events that could impact the ability of the deployment location to perform its defined mission (e.g., Generator failures, supply shortages, structural damage, overcrowding, unrest, etc.)

g.   Meetings and Briefings

h.   Issues with personnel

i.   Injuries

j.   Rumors

k.   Task assignments and completions

The final block at the bottom of the form, Block 8, contains the name, title, and signature of the individual completing the form. Once complete, the time and date that the form was closed should also be entered. The Activity Log is provided to the PinCo ACS Admin officer at the conclusion of the exercise, event, or activation period.

1.2.2 Site Communications Log ICS 309

The second log that should be maintained is the ICS 309. The Communications Log records the details of all event specific message traffic and is maintained by each ACS communications team. These logs provide the basic reference from which to extract communications traffic history. The information on this form should not duplicate the information on the ICS 214.

Since the ICS 309 is not a standard NIMS ICS form, you may encounter slightly different variants during a deployment. To help mitigate this problem, I have posted a PDF version of an ICS 309 on the Pinellas ACS Web site for users to download. The ICS 309 shown on the website is the same form shown in our emergency communications Plan.

The ICS 309 has eight numbered fields. The four fields at the top of the form are unique to the activation event, site, and operational period.

> a. **Incident Name (Block 1)**: This field contains the name of the Incident/activation event that is associated with the ICS 309. The ACS Leadership team will provide this information.
>
> b. **Operational Period (Block 2)**: This field contains the start date (month/day/year) and time (24-hour local time) and end date and time for the activation event. This is the period over which the ICS 309 is applicable.
>
> c. **Radio Net Name / Tactical Call Sign / Location (Block 3)**: The content of this field is dependent on the position being filled by the Radio Operator.
>
>> (1) <u>NCS/ANCS:</u> This field will contain the name of the radio net being managed by the NCS and ANCS.
>>
>> (2) <u>Net Participant:</u> This field will contain the tactical call sign of the net participant. If no tactical call sign has been assigned, this field will contain the location of the participant.
>
> d. **Radio Operator (Block 4)**: This field contains the name and FCC call sign of the primary radio operator.

Once the top of the form is complete, users should log all incoming and outgoing *formal* message traffic, regardless of precedence into block 5. When exchanging informal/tactical message traffic, users should log any message with a precedence of Emergency or Priority. Additional tactical message traffic can be logged at the user's discretion. Each entry in block 5 is divided into the five fields listed below.

a.   Time: The time each message was sent or received. Use 24-hour format (Local Time).

b.   Call Sign/ID FROM: The FCC call sign or Tactical Call Sign of the station sending the message. When the sending station is the local station (i.e., the station identified in blocks 3 and 4), the field can be left blank.

c.   Call Sign/ID TO: This field will contain the FCC call sign or tactical call sign of the station directly receiving the message. When the receiving station is the local station, the field can be left blank.

d.   Msg # / Precedence / Origin: This is the field that users have the most difficulty completing properly.

(1)   Formal message – This field will contain the message number, message precedence, and the FCC call sign of the station that *originated* the message.

(2)   Informal message – This field will contain the message precedence.

e   Message Subject/Notes: This field should contain the subject of the message and any additional information that will help identify or track the message.

The final three blocks at the bottom of the form contain the name of the individual completing the form and the time and date that the form was finalized.

a.   **Prepared by (Block 6):** Enter name and FCC call sign of the person completing the log.

b.   **Date and Time Prepared (Block 7):** Enter the time and date that the log was finalized and ready for delivery to the PinCo Admin Officer.

c.   **Page __ of __ (Block 8):** Sequentially number all pages for the operational period covered by the log. Page numbers start over at one at the beginning of each new operational period.

And, like the ICS 214, The Site Communications Log is provided to the PinCo ACS Admin officer at the conclusion of the exercise, event, or activation period.

1.2.3 Additional Records

In addition to the Activity Log (ICS 214) and Site Communications Logs (ICS 309), users should also retain:

a.   Copies of all ICS documentation provided to the ACS Communications team (e.g., Incident Action Plan (IAP), ICS 205A, etc.)

b.   Copies of all formal messages sent and received. This includes all ARRL® radiograms and ICS 213 messages. Messages should be kept in numerical order (if possible) to simplify later location if a response to a message is received or if retransmission or clarification is required.

c.   Net Control Logs should record the call sign, tactical call sign, location, and status of each station that checks into the net. The log should also list all traffic that is passed and any significant issues that were encountered.

These records should be provided to the PinCo ACS Admin officer at the conclusion of the exercise, event, or activation period.

Now as a final note, one of the most important things you can do prior to submitting the ICS 214, ICS 309, and other ICS documents to the PinCo ACS Admin Officer, is to make a copy or take a picture of the documentation set. Once the documentation set leaves your hands, you have no proof that it ever existed. It's always possible that the documents could be misplaced or lost.

1.3 QUESTIONS OR COMMENTS

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's presentation. If you have a comment or question, please provide me with your call sign, slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question or provide me with your comment.

This is WA1RYQ.

<p align="center" style="color:red">ACTION - PAUSING FOR QUESTIONS</p>

1.4   CONCLUSION.

That's all I have for this week's training session. Let me conclude with a couple of reminders.

1.   Winlink network training:

       a.   Let me start by thanking those members who participated in this week's Winlink Training Net.

       b.   Create and send a Winlink check-in message to WA1RYQ prior to next week's Tuesday training net. The window for sending the Check-in message opens tonight immediately following the net and will close at 1800 next Tuesday.

       c.   Please include a description of your Winlink station in the comments section of the form.

       d.   For each message I receive, I will provide sender with feedback and suggestions as appropriate.

2.   I strongly encourage everyone to provide comments and suggestions for future training activities. I can be contacted at WA1RYQ@ARRL.net or you can send me a message using our groups.io web site.

Now with that, I'll turn it back to Net Control.

1.5   QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
		No additional questions or comments	